

PURCHASE REQUIREMENTS

1. Purchase of items costing less than \$1,000.00
 - a. Obtain one (1) quotation confirming price.
2. Purchase of items costing over \$1,000.00 and less than \$7,000.00
 - a. Obtain three (3) telephone quotes
 - b. Maintain a record of quotations for five (5) years to include the following:
 - i. Name of the Company invited to quote
 - ii. Name of person making the quotation for the company
 - iii. Date quote was obtained
 - iv. Price
 - v. Use "Telephone Quote Form" to record above information
3. Purchase of items costing over \$7,000.00 and less than \$25,000.00
 - a. Obtain three (3) written quotations – Use "Request for Written Quotation Form"
 - b. Maintain documentation of quotations for five (5) years

OR

 - c. Submit specifications to Purchasing Department for them to obtain written quotations
4. Purchase of items costing over \$25,000.00
 - a. Submit specifications to the District Purchasing Department for formal bid process.
 - b. Must have Board of Education approval
5. Construction in Schools
 - a. Any and all construction performed in the schools must be approved by the Administrative Director over Facilities